



**PARKS AND RECREATION COMMISSION
AGENDA**

Wednesday, May 16, 2018 • 6:30 p.m. • San Bruno City Hall, Room 115, 567 El Camino Real

WELCOME TO OUR COMMISSION MEETING

If you wish to speak on an item under discussion by the Commission and appearing on the agenda, you may do so upon receiving recognition from the Commission Chair. If you wish to speak on a matter not appearing on the agenda, you may do so during PUBLIC DISCUSSION. Please state your name and address; if you are representing an organization, please state the name of the organization. In compliance with American Disabilities Act, individuals requiring accommodations for this meeting should notify us 48 hours prior to meeting (616-7180).

Please note: Commission policy allows a maximum of three (3) minutes for individual comments.

1. **CALL TO ORDER/ROLL CALL:**
2. **PLEDGE OF ALLEGIANCE:**
3. **REVIEW OF AGENDA:**
4. **APPROVAL OF THE MINUTES:** April 18, 2018
5. **CONSENT CALENDAR:**
6. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** (Note: Commission's policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Commission from discussing or acting upon any matter that is not on the agenda. Non-agenda issues raised by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)
7. **NEW BUSINESS:**
 - a. Receive Oral Presentation on the Development of the Conceptual Design for the New Recreation and Aquatics Center
8. **UNFINISHED BUSINESS:**
 - a. Update on Commissioner Handbook – Oral Presentation (Palmer)
 - b. Status Update Regarding Ongoing Capital Improvement Projects (Oral Presentation)
9. **ITEMS FROM COMMISSIONERS:**
10. **ITEMS FROM STAFF:**
11. **ADJOURNMENT**

**** POSTED PURSUANT TO LAW ****



SPECIAL MEETING MINUTES

**Parks and Recreation Commission
April 18, 2018**

1. **Call to Order/Roll Call:** Chair Palmer called the meeting of the Parks and Recreation Commission to order at 7:00 p.m. Commissioners Present: Chair Palmer, Vice Chair Gonzales, Greenberg, Lin, Melendrez, Nigel, Zamattia, and Zastrow. Commissioners Excused: Commissioner Martinucci. City Council Present: Salazar. Staff: Brewer, Carlisle, Clyma, Kranitz, Stallings.
2. **PLEDGE OF ALLEGIANCE:** Interim Community Services Director Stallings led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **APPROVAL OF MINUTES:** **MSC Nigel/Melendrez** to accept the minutes for January 17, 2018, February 21, 2018, and March 21, 2018. January, February, and March minutes accepted unanimously with **Commissioner Zamattia** abstaining from accepting the January 17, 2018 minutes.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** **Amy Fink** representing the Bay Area Special Olympics Lions Club told the Commission they would like to donate a wheelchair accessible playground swing and would like to work with the Parks and Recreation Commission on selecting the best park for installation.
7. **CONDUCT OF BUSINESS:**
 - a. Presentation of 2018 Community Recognition Award – The Parks and Recreation Commission presented Carolyn Livengood with the 2018 Community Recognition Award. It was accepted on her behalf by her two children, Mark and Lexi Livengood.
 - b. Summer Recreation Program Preview – Supervisor Kranitz reviewed the summer camp programs, Recreation Coordinator Carlisle reviewed the summer aquatics programs and events, and Recreation Coordinator Clyma reviewed the summer contract camp programs and classes as well as Flea Markets for the Commission.
8. **UNFINISHED BUSINESS:**

9. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:**

a. Subcommittee Updates

1. Park Tour Subcommittee (Greenberg) - **Commissioner Greenberg** let the Commission know that when the Park Review forms are used they can be submitted in person, by mail, or email.
2. Adopt-A-Park Subcommittee (Greenberg)

- b. Items from Commissioners – **Chair Palmer** told the Commission he had been working on the Commission's handbook and would bring a version for the Commission to review in May.

10. **ITEMS FROM STAFF:** Interim Community Services Director, Michael Stallings, told the Commission that Group 4 has set up a Community Survey for the Recreation and Aquatics Center Design that is available on a kiosk at City Hall and through the City's webpage.

11. **ADJOURNMENT:** With no other business to be conducted, **Chair Palmer** adjourned the meeting at 7:57 p.m.

Respectfully Submitted,

Ludmer Aker
Executive Assistant
City of San Bruno